

**City of El Paso Museums and Cultural Affairs Department  
(MCAD)  
GENERAL APPLICATION GUIDELINES  
Fiscal Year 2015-2016**

1. Before you begin your application carefully read all the General Funding Guidelines
2. Complete every required form and submit additional required documents (e.g., résumé of key personnel, IRS status letter, etc.). This varies according to which program you are applying for.
3. Check your work and make sure that your financial data is accurate and complete, before submitting the application

If you have any questions related to the application contact:

Ben Fyffe

Tel: (915) 212-1766

Email: [fyffebe@elpasotexas.gov](mailto:fyffebe@elpasotexas.gov)

4. Deadline for submission of application and attachments is **May 12, 2015 at 11:59 p.m. MST**. No late applications will be considered.

All the applications must be submitted online at [elpasoarts.cgweb.org](http://elpasoarts.cgweb.org) . Only applications submitted through this method will be considered.

PLEASE NOTE: If you do not have internet access via a computer, a user-friendly resource is the El Paso Public Library System:

- Branch libraries have computer labs with free internet access available for public use.
  - Your library card number and pin will allow you to use the computers
  - If you are not a member and are not interested in becoming one, you may get a one-day pass at the branch to access lab computers.
5. MCAD employees and family members that live in the same household may not apply for cultural funding. Former MCAD employees are not eligible to apply for funding until one year after date of separation from MCAD.
  6. Due to the budgetary constraints only one application will be accepted per organization or artist

## **Cultural Funding Programs**

**Art and Cultural services, programs or projects must take place during the following fiscal year 2016 (September 2015, through August 15, 2016)**

The City of El Paso will award cultural services contracts through the following funding programs:

- **Operating Support Program (OSP):** Provides operating support to large, non-profit arts and cultural organizations providing a season of activities open to the public, active community outreach and related activities that have a cultural tourism appeal. OSP is designed to support the organizational stability of El Paso's arts and cultural assets as well as to cultivate organizational growth and professional development.

**This category is for:**

- Organizations that have an operating budget of \$100,000 or more
- Organizations that have letter of Determination 501(c)3
- Organizations whose funding request will not exceed 50% of the organization's previous year's expenditures as determined by the IRS 990 Form
- Organizations that have at least a part-time Executive Director or Manager

**Requirements for OSP are:**

- A three (3) year history of funding support by MCAD.
- OSP funding used to support general operating expenditures, including artistic and administrative expenses.
- **Monthly reporting** on activities and programs presented by the organization, attendance, venue.
- Provide a Mid-year report in **March 21, 2016 and Final Report by August 15, 2016.**
- **Awards range \$10,000 to \$25,000**

- **Project Support Program (PSP):** Provides project support to 501(c)3 non-profit arts and cultural organizations and other community based organizations that are reflective of the El Paso region's rich and diverse art, culture and heritage.

**This category is for:**

- Organizations that have qualified artistic and administrative leadership capable of completing the proposed project with a commitment to funding artists and artistic products. Innovative, accessible and appealing to local residents and visitors alike.
- Activities must start no earlier than September 1, and end no later than August 15, of the applicable City of El Paso fiscal year.

**Requirements for PSP are:**

- Organizations that have been in operation for at least two (2) years.
- PSP funds are to be applied to project related expenses such as administration, production, artistic fees, coordination (including staffing), audience development, outreach, and marketing.
- Awardees must provide annual reporting including attendance, venue and cost.
- The total funding from the City of El Paso will not exceed 50% of the organization's previous year's expenditures as determined by the IRS 990 IRS Form.
- Must have a 1:1 match to all the awards.
- Awards range from \$1,000 to \$10,000

- **Community Arts Program (CAP):** Provides funding for non-profit arts and cultural organizations and individual artists to provide a variety of arts and cultural activities that have a

focus on arts education and community arts development. The program will create a roster of arts and culture providers available to provide services throughout the city.

**This category is for:**

- Individual artists who are residents of the City of El Paso or cultural organizations whose administrative offices are permanently located within the El Paso City limits.
- CAP funds can be used for service-related expenses such as administrative, artistic and technical personnel, in addition to other expenses related to the service/activity that the artist/organizations propose to provide.
- Individual artists and cultural organizations performing and presenting in the areas of music, dance, theatre, literature, visual arts, film/video/digital and literary arts, and folk artists are all eligible to apply
- To encourage creative interaction among artists, residents and neighborhoods, as well as to encourage collaboration between artists and community-based organizations/services.

**Requirements for CAP are:**

- All applicants must be able to verify a minimum track record or organizational history of at least one (1) year. Proposed activities must start no earlier than September 1, and the end no later than August 15, of the applicable City of El Paso fiscal year; proposed activities will not commence until after the signing award contract.
- Applicant organizations must be incorporated as private 501c(3) non-profit. This does not apply to individual artists.
- Ongoing reporting to MCAD for each activity to include attendance, venue, and an evaluation of the program. Community hosts must also provide a completed evaluation of each program or event sponsored through CAP.
- CAP recipients must invoice after every service
- Maximum per service is \$2,500, maximum total award is \$10,000

➤ **Artist Incubator Program (AIP):**

This program promotes awareness of the contributions that El Paso artists make in our community. This program will provide funding directly to individual artists to create new work.

**This category is for:**

- The creation of new work by professional and emerging visual, literary and performing artists living in El Paso. This program is highly competitive.

**Requirements for AIP are:**

- Provide a report at the conclusion of a program or event that includes attendance, location, an evaluation of the program, and financial statement.
- AIP grants range from \$1,500 to \$3,500.
- Individuals can apply only every other year. This is true only for AIP

April 6, 2015	Guidelines & Applications available online <a href="http://www.mcadartsandculture.org">www.mcadartsandculture.org</a>	
Orientation Sessions Attendance is mandatory for all applicants		
Operational Support Program	<b>Early Bird:</b> April 15, 2015 AM session 10:00-10:45am <b>City of El Paso Museums and Cultural Affairs Department Board Room</b> <b>400 West San Antonio Suite A</b>	
Project Support Program (For program description see page II)	<b>Early Bird Sessions:</b> April 14, 2015 AM session 10:00-10:45am <b>Marquez Library,</b> 610 N. Yarborough <b>or</b> April 15, 2015 PM session 5:30 - 6:15pm <b>Cisneros Library/Cielo Vista</b> 1300 Hawkins	<b>Late sessions:</b> May 5, 2015 AM session 10:00-10:45am City Hall 300 N. Campbell El Paso, Texas 79901 <b>or</b> May 6, 2015 PM session 5:30-6:15pm City Hall 300 N. Campbell El Paso, Texas 79901
Community Arts Program	April 14, 2015 AM session 10:45-11:30am <b>Marquez Library,</b> 610 N. Yarborough <b>or</b> April 15, 2015 PM session 6:15-7:00pm, <b>Cisneros Library/Cielo Vista</b> 1300 Hawkins	May 5, 2015 AM session 10:45am-11:30am City Hall 300 N. Campbell El Paso, Texas 79901 <b>or</b> May 6, 2015 PM session 6:15-7:00pm City Hall 300 N. Campbell El Paso, Texas 79901
Artist Incubator Program	April 14, 2015 AM session 11:30-12:15pm <b>Marquez Library,</b> 610 N. Yarborough <b>or</b> April 15, 2015 PM session 7:00-7:45pm <b>Cisneros Library/Cielo Vista</b> 1300 Hawkins	May 5, 2015 AM session 11:30-12:15pm City Hall 300 N. Campbell El Paso, Texas 79901 <b>or</b> May 6, 2015 PM session 7:00-7:45pm City Hall 300 N. Campbell El Paso, Texas 79901
May 12, 2015	<b>Applications due:</b> applications must be submitted on our web by 11:59pm CMT	
June 25, 2015	<b>Post schedule on the web for Panel Reviews for Cultural Funding Programs</b>	

<b>El Paso Museum of History, Seminar Room June 30, 2015 July 7, 8, 2015 July 14, 15, 2015 July 21, 2015</b>	<b>Panel Review Sessions</b> The person applying must show up, if you send someone to represent you, the panel will take point from your score. <b>Failure to attend the panel meeting will result in a reduction of 20 points</b> Operational Support Program (OSP) Panel Review Project Support Program (PSP) Panel Review Community Arts Program (CAP) Panel Review Artist Incubator Program (AIP) Panel Review
<b>August 20, 2015</b>	<b>Cultural Funding Program Recommendations go to MCAAB (Museums and Cultural Affairs Advisory Board) for approval</b>
<b>End of August, 2015</b>	<b>City Council approves FY 2016 City Budget</b> (September 2015 through August 2016) Funding amount determination letter will be sent out to all awardees or declines. Together with the comments from the Panel Review which should help improve your presentation and application for the following year
<b>September, 2015</b>	<b>Contracts</b> will be drafted for Fiscal Year 2016 (September 1, 2015 through August 15, 2016) All contracts must be signed no later than November 15, 2015

**GENERAL ELIGIBILITY  
FOR ALL APPLICANTS  
Fiscal Year 2015-2016**

## APPLICATION DEADLINES

All applications must be submitted in the MCAD web by 11:59pm CMT on May 12, 2015. The MCAD Funding Programs are **awarded annually** and applicants are required to submit applications for funding on an annual basis.

## SCHEDULING OF ORIENTATION SESSIONS

Applicants must attend one of the orientation meetings; Early Bird sessions will take place April 14, & 15, and May 5 & 6, 2015. For a full schedule of Early Bird and late sessions are available in the Application Program Time Line.

## REVIEW PANEL PROCESS

MCAD convenes a review panel, to score each application. Reviewers represent diverse disciplines, community perspectives, and field expertise.

The applicants must come prepared to present highlights of their organization or art, be able to respond to answers about the quality or the financial pages on the application. The schedule of the specific Review time will be posted by June 25, 2015 on the MCAD web page [www.mcadelpasotexas.gov](http://www.mcadelpasotexas.gov) under Cultural Funding.

**It is the applicant's responsibility to check the review time, no other notices will be sent, and the dates for each program are listed on the Application Program Timeline.**

**Applicant's failure to attend the panel meeting will result in an automatic reduction of 20 points from the final score. Applicant may not send a proxy or representative.**

Panel participation is open to people with relevant experience and who are able to volunteer adequate time and energy to the process. Nominations for reviewers come from the El Paso community, colleagues within other local and national arts agencies, the public and City personnel. Potential reviewers may be nominated by submitting a completed Review Panel Nomination Form to MCAD office. A Nomination Form is included in this package, or can be downloaded from our website ([www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad)) by clicking on **Cultural Funding Program**.

- All applications are subject to the Review Panel Process
- Panelist will score and rank applicants on a 100 point system in accordance with established criteria for each funding program.
- Provide a quantitative evaluation of the applications submitted to MCAD
- Comment on the reasonability of the funding requested in relationship to the proposed project or service
- Provide knowledgeable guidance to MCAD in working with a given applicant in the future
- **All scores are averaged and the applicants are ranked based on their total score**
- Applicants must attend the review panel meeting to present a brief organization/project summary and answer questions about the organization and/or proposed scope of work and/or financials. With the exception of the Community Arts Program which allows for a brief demonstration by the artist

- **Applicant's failure to attend the panel meeting will result in a reduction of 20 points from the final score of 100 points**
- **Panelists do not make funding decisions**

## GENERAL ELIGIBILITY

The City of El Paso will fund organizational applicants that meet the following criteria:

- Non-profit 501c(3) arts and cultural organizations, including service organizations to arts and culture, operating and providing programs and services within the City of El Paso or other 501(c) 3 organizations that have a documented history or engagement in the arts within the City of El Paso. If an awarded organizations or artist is not in full compliance by Nov 15, 2015 MCAD will re-program awarded funds. **NOTE: At the time of contract execution, ALL funding applicants will be required to confirm compliance with several local ordinances and state and federal statutes/regulations; which will be indicated in the contract document. To check the status of your organization with the State Comptroller's, applicants must verify their good standing at the following web page:**  
<https://mycpa.cpa.state.tx.us/coa/Index.html>
- Organizations that have an active volunteer board of directors that meets at least four (4) times per year
- Individual artists who are residents of the City of El Paso, and that have at least one (1) year of demonstrated history of producing art, arts education, or community arts programming
- Activities and services that occur within the City of El Paso and for the benefit of residents and visitors of El Paso, with a primary focus on providing services to residents and promoting tourism
- Activities and services that are open and accessible to the public and meet the requirements established by the Americans with Disabilities Act (ADA) and related City ordinances
- Organization's administrative offices must be located permanently in the City of El Paso
- MCAD encourages each organization to keep it's elected and appointed City Representatives (e.g., Museums and Cultural Affairs Advisory Board) informed of its activities, and how its services are impacting the different communities within each District and city-wide

## FIRST-TIME APPLICANTS

Throughout these guidelines, the term "first-time applicant" refers to applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past but are not currently funded through the program.

In addition to the general eligibility requirements, first-time non-profit applicants must also submit the following:

- Charter, articles of incorporation, and by-laws
- A copy of the organization's Internal Revenue Service letter of determination
- **EXCEPTION: A new organization in its first three (3) years of existence may apply on the propose deadline without providing the required IRS letter of determination as long as:**
- The organization provides a completed Form 123 and attachments as evidence that it has applied to the IRS for 501c(3) status, and copies of the IRS 990 form for the past two years, **at the time of receiving the award letter the organization has to be in good standing with the state of Texas and with the IRS. If not in good standing at the time of award, the department reserves the right to cancel the award and re-program the funds.**

- **Returning applicants from previous funding cycles are responsible to supply revisions to Charter, articles of incorporation, by-laws, or any changes to Board of Directors.**

## **AWARD PROCESS**

The MCAD recommendation for funding of applicants is based on the following criteria:

- Panel Ranking/Scores
- Quality of program
- Compliance at all levels with the appropriate procedures
- Geographic and ethnic representation
- Refer to the Funding Program Timeline on page IV and V for specific deadlines
- Availability of funds
- 50% Rule: An organization's Maximum Eligible Request (MER) is not to exceed 50% of the organization's previous year's cash revenues as determined by the IRS 990/990EZ Form for the two most recently completed fiscal years (in most cases fiscal years 2012 and 2013). All organizations are required to file a 990 IRS form annually. The IRS form 990 for 2012 and 2013 determines the accuracy of Maximum Eligible Request (MER) If MCAD doesn't receive this form from the organization applying for funds or cannot verify your 990 it will have an impact on your award.
- Recommended funding will also be based upon Fiscal Year 2015-2016 appropriation levels approved by the City Council of the City of El Paso; **NOTE: At the time of contract execution, ALL funding applicants will be required to confirm compliance with several local ordinances and state and federal statutes/regulations; which will be indicated in the contract document.**
- Once the contract document is prepared by MCAD staff, awardees must sign the contract no later than **November 15, 2015** in order to receive the awarded funding.
- Any changes to the scope of work given the level of funding, have to be made and submitted to MCAD before the services are implemented. The correct scope of work has to be included in the contract, since it describes the type of service that is going to be delivered
- Contracts must be signed by the appropriate individuals as follows:
  - a. OSP –the person that submits the application is an officer responsible in the organization
  - b. PSP- the person that submits the application is an officer responsible in the organization
  - c. CAP the person that submits is the person responsible for the project being proposed
  - d. AIP the person submitting the application is the Artist proposing the new work.
- Please review and ensure that your financial reporting is accurate. Submission of inaccurate financial reporting will be conveyed to review panel, even if it is transposing of numbers.
- Ensure that the organization is not fostering, encouraging, promoting or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21, Penal Code of Texas
- The organization will maintain auditable financial records reflecting generally accepted accounting standards related to its overall activities, submit itemized reports or expenditures as required by established City procedures, and submit timely reports reflecting the progress made in achieving its approved goals and objectives.



## CANCELLATION OF CONTRACT

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be considered to be in breach of their contract. Failure of an organization to satisfactorily address the City's concerns within the contract notice period may result in a termination of the current contract or a recommendation of no funding or a reduction in funding for the next fiscal year. The City will maintain a list of all organizations that have breached contract requirements.

## AMERICANS WITH DISABILITIES ACT (ADA)

At the time of contract execution, successful grant applicants will be required to submit specific ADA-related documents to confirm compliance with several local ordinances and state and federal statutes/regulations.

## AUDITING

The Contractor shall keep complete and accurate books and records indicating when, how, by whom, and for what purposes the funds received under the Contract are spent by the Contractor, and the Contractor shall make such books and records available to the City for examination upon request. All Funds disbursed under this Contract shall be handled by the Contractor in accordance with the standards of the American Institute of Certified Public Accountants, which include provisions for sound fiscal practices and fiscal reporting. In addition, the Contractor shall furnish the City at its request with balance sheets and statements of operation, which accurately account for expenditure of Contract funds, and a written narrative report reflecting same. **The City reserves the right to audit the books and records of the Contractor, upon reasonable notice to the Contractor and during regular working hours, in order to ensure fiscal and programmatic compliance with the assurances in this contract.**

If any serious discrepancy should appear in such reports or statements, the City shall notify the Contractor. If such discrepancy is not rectified to the satisfaction of the City within 30 days, the City may withhold all or part of the funds from the contractor. "Serious discrepancy" shall mean violation of an existing statute or ordinance or an expenditure of Contract funds for a purpose which is not authorized by this Contract. Should the City determine that any provision of this Contract has been violated; the City may terminate this Contract immediately. Written notice of termination will be sent to the Contractor.

## WHAT IS NOT FUNDED

The City of El Paso **will not** fund the following entities or activities through the Cultural Funding Programs:

- Government agencies or public authorities
- Applicants that have a delinquent status with the City of El Paso or were unable to comply with the terms of a City Contract within the last two funding cycles
- Activities which do not have a cultural or artistic focus, or whose primary focus is religious
- Cash services or endowments of any kind
- Underwriting of capital expenditures (buildings, land, permanent equipment, or acquiring of artwork)
- Projects planned primarily for fundraising purposes
- Loans, fines, penalties, cost of litigation or associated interest payments
- Political contributions or activity, i.e., lobbying
- Re-granting programs
- Licensing fees of any kind
- No travel fees except with the exception of visiting artists

- Scholarships, awards, cash prizes, tuition expenses, or fellowship/grants to individuals
- Activities covered by restrictions outlined in the City of El Paso contract document
- Activities restricted to organization's members, or which do not benefit the general public
- College/University or school projects that are part of a course or curriculum, or which do not benefit the general public
- Previously completed activities, or activities that have occurred prior to the fiscal year; and according to the dates delineated in the application and the contract.
- Individual artists who are not residents of the City of El Paso, or organizations that do not have administrative offices located permanently in the City of El Paso
- Youth applicants, or organizations that are administered by youth who are in school and have not completed the 12th grade (for the primary delivery of the artistic product)
- Activities that occur outside of the El Paso City limits

## **APPEAL PROCESS**

An applicant individual and/or organization considered for funding by the City of El Paso, may contact the MCAD staff for an explanation of funded level awarded, or to find out why a proposal was declined.

Applicant individuals and/or organizations considering an appeal must first discuss the outcome of the panel process with the MCAD Cultural Funding Coordinator.

The grounds for reconsideration of an application are:

1. **Non-presentation of Information** – Information available in the proposal prior to the panel review was not presented, which might have altered the outcome of the panel's decision
2. **Misrepresentation of Information** – Information known prior to the panel review was not appropriately interpreted and, if presented differently, might have altered the outcome of the panel's decision

If the grounds for reconsideration of an application are identified and determined, the request for appeal must set forth the reason(s) why the applicant believes reconsideration is appropriate.

**Intent of Appeal** – The applicant must submit a written intent of appeal letter to MCAD within 21 business days from the date of the funding award notification letter. This correspondence must be addressed to MCAD Cultural Funding Coordinator, and must include specific information identifying the applicant, the cultural funding program applied for, and a brief description on the basis of which an appeal is being made (e.g., administrative error, conflict of interest, presentation of misinformation, etc.).

**Conference** – Following the receipt and review of the intent of appeal letter, MCAD then schedules a conference with the applicant. The purpose of this conference will be to informally review and discuss the recommendations made by the review panel, and to allow the applicant to express his/her belief of how the process was tainted and/or violated. Based on the findings of this conference, a report/response document will be developed by MCAD identifying the findings, and will be provided to the appellant within 10 business days.

**Conclusion** – Every effort will be made by MCAD to mitigate the issue at hand. If the findings of the conference delineate grounds for an appeal, the MCAD will re-evaluate the application and supplemental material, and initiate the award process as set forth in the Cultural Funding Program Guidelines